

**IF YOU HAVE QUESTIONS OR NEED
ADDITIONAL INFORMATION CONTACT
THE REGIONAL STATE FIRE MARSHAL'S
OFFICE NEAREST YOU.** (visit website address
below for maps and additional information)



CENTRAL REGION OFFICE

501 North Second St.
Richmond, VA 23219
(804) 371-7153



NORTHERN REGION OFFICE

11755-B Lee Highway
Sperryville, VA 22740
(540) 987-9452



TIDEWATER REGION OFFICE

400 N. Center Dr. Suite 205
Norfolk, VA 23502
(757) 455-3820



WESTERN REGION OFFICE

3025-A Peters Creek Rd.
Roanoke, VA 24019
(540) 562-3546



SOUTHWEST REGION OFFICE

281 Bagley Circle
Marion, VA 24354
(276) 783-3461



WEB ADDRESS

www.dhcd.virginia.gov/State_Fire_Marshal/



COMMONWEALTH OF VIRGINIA
THE STATE FIRE MARSHAL'S OFFICE
501 North Second St.
Richmond, VA 23219
(804) 371-7170
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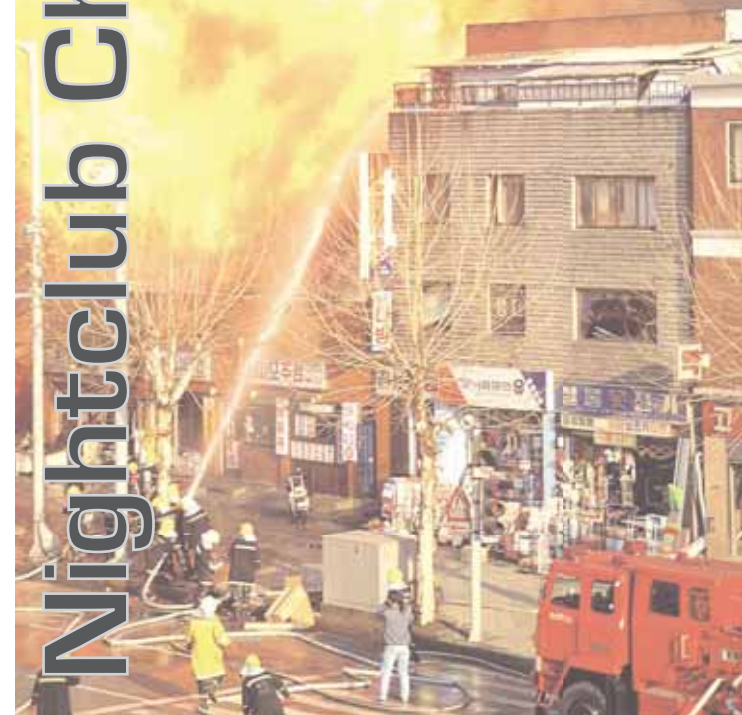
Virginia Department of Housing
and Community Development

FOR NIGHTCLUBS

Based on the Virginia Statewide Fire Prevention Code

Virginia State Fire Marshal's Office
Nightclub Checklist

Nightclub Checklist



Presented by

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Virginia State Fire Marshal's Office Nightclub Checklist ☒

This checklist provides some of the basic regulations governing the operation of nightclubs. If you have any questions or concerns, please feel free to contact your Regional State Fire Marshal's Office.



1. ☐ Overcrowding:

(Allowing more people into the building than the posted occupant load.) The posted occupant load is established based on the requirements of the building code as determined by the local Building Official. If there are too many people in the building during an emergency condition, the exits could become blocked by people pushing to get out. This condition could result in injuries or deaths.

2. ☐ Blocked Aisles And Doorways:

A clear path of travel to get out of the building is required for everyone at all times. If the path is blocked, the time to get out can be greatly increased resulting in a greater chance for injuries or deaths.

3. ☐ Locked Exit Doors:

Required exit doors cannot be locked from the inside.

4. ☐ Flammable Decorations:

Decorations that burn easily can cause a fire to grow very rapidly reducing the amount of time to safely evacuate. Some materials emit large amounts of smoke or release poisonous gases when burned, possibly causing serious injury or death. Only flame resistant or non-combustible decorations shall be used. Flame resistant decorations shall be limited to 10 percent of the aggregate area of walls and ceilings.

5. ☐ Exit Sign Lighting and Emergency Lights Not Working:

Exit and emergency lighting guide occupants to the exits in case of blackout or reduced visibility. These lights are necessary to assist in safe egress.

6. ☐ Stairway Doors and/or Fire Doors:

Stairway and fire doors are installed to prevent the passage of fire traveling from one part of the building to the other. If the doors are propped open, the fire is free to spread. Stairway doors are especially important since fire and smoke tend to travel upward. If these doors are held open, the stairways may fill with smoke and heat and become impassible.

7. ☐ Inadequate Employee Training:

A facility must have an emergency response plan established and on site. Each duty should be defined (i.e. contacting the fire department, notifying the occupants that they must leave, use of a fire extinguisher, etc.) The employees should be trained on what their job is in case of a fire and how that duty is to be carried out. Fire drills for staff are to be conducted quarterly.

8. ☐ Extension Cords:

Extension cords shall not be a substitute for permanent wiring. Extension cords shall not be affixed to structures, extended through walls, ceilings or floors, or under doors or floor coverings. Extension cords should not be subject to physical impact or environmental damage. Extension cords shall only be used for temporary power of portable appliances. Owners and operators need to make sure DJs or bands are using approved extension cords in approved methods to power the sound equipment and lighting.

9. ☐ Commercial cooking fire suppression systems maintenance:

Commercial cooking fire suppression systems shall be inspected and tested at 6-month intervals. Owners and operators need to maintain the fire protection systems to make certain the systems will operate in the event of a fire. Hoods should be cleaned regularly to prevent any grease build-up.

10. ☐ Fire protection system inspection, testing and maintenance:

Systems approved by the building official when constructed are to be maintained at all times. Owners and operators must be aware of testing and maintenance requirements for all systems in their buildings. Fire extinguishers need to be visually checked monthly with maintenance performed annually.

Inspections will be performed during both day and night hours.

For a map of areas covered by each Regional Office and other information or questions about the State Fire Marshal's Office, go to the website at http://dhcd.virginia.gov/State_Fire_Marshal/, or call the Regional Office in your area at one of the telephone numbers listed on the other side of this brochure.

